EIS CHANGES FOR PROSPECTIVE BUDGETING
From
SYSTEMS OPERATIONS

The Prospective Budgeting Project required a number of EIS changes. In place of an EIS Procedure, this broadcast briefly describes the EIS system changes and provides some processing suggestions.

EIS CONVERSION

When the EIS conversion job ran on 8/31/01, it set a review date for Temporary Assistance.

- For combo cases (TA/FS, TA/ME/FS, TA/ME) with a recertification/review date of November, 2001, or later, the TA review date was aligned first with the Food Stamp recertification date, and if there was no Food Stamp case, it was aligned with the Medicaid review date.
- For combo cases with a recertification/review date of October, 2001, the TA review date was set to January, 2002.
- For stand-alone TA cases, review dates were randomly set between January, 2002 and June, 2002.
- Temporary Assistance review dates may be reset as needed to align with a Food Stamp recertification or Medicaid review period.

EIS CASE STATUS

Please check the CR001 Weekly ET Caseload Report to ensure open cases are in the current system month of October, 2001.

- Cases that were not in the system month of September on August 31 were not picked up by the EIS conversion job; therefore, these TA cases will not have a review date set for Temporary Assistance.
- For TA cases not picked up by the conversion job, caseworkers will have to enter a Temporary Assistance review date when October benefits are authorized.
- **Reminder: "Auto-authorization" is being turned off for October benefits for both Temporary Assistance and Food Stamps. Caseworkers will need to process all TA and FS cases for the benefit month of October.**

Note: The new version of the CR001 comes out October 1, 2001. We will continue to use the current version in September because we still need the MRF information when processing October benefits.

EIS CHANGES

Entry sequence for screens

Starting with the October benefit month the MMHR screen and the retrospective income and expense screens will disappear from the entry sequence. Case workers can still "next" to the MMHR and can access retrospective income and expense screens for months prior to October to complete corrective actions or claim determinations, or to process backlog.

NOTE - MMHR Entry: An August 1, 2001 broadcast instructed staff to set the "First MMR Required in Month of:" field to 10/01 for applications received in August. EIS now makes the entry on the MMHR for August and September applications.

New screen names

- AFBH (AFDC Benefit History) is now the TABH (Temporary Assistance Benefit History)
- AFRD (AFDC Resource Determination) is now the TARE (Temporary Assistance Resource)
- AFPD (AFDC Payment Determination) is now the TAPD (Temporary Assistance Payment Determination), and the new Review Due Date field replaces the AUTO AUTH field
- Using either the new or old screen acronyms will be accepted in the NEXT field

New System-Generated Alerts

- Temporary Assistance or Food Stamp cases may now be suspended prospectively. Cases in suspended status will remain suspended when they roll to the next month. Benefits on suspended cases will not be authorized by rollover. An alert, "MMYY (**TA** or **FS**) suspended" will be generated for these cases by the rollover job.
- Temporary Assistance, Food Stamps, Adult Public Assistance and APA-related Medicaid cases with reviews/recerts registered but not worked will receive the alert "(**TA** or **APA** or **ME** or **FS**) (**review** or **recert**) not processed" around the 28th of the month.

  NOTE: This alert will not appear if the review/recert is not registered.

  NOTE: AF related Medicaid reviews registered on MIRE will not get this alert.

Other Alert Information

- The "outstanding notice situations" alert will no longer occur. We also have programming underway to delete some system alerts automatically after 90 days.
- Some alerts will no longer occur simply because we will be ending the batch jobs that generate them, such as the "MMR Freeze" and the "auto close ATAP and FS programs" alerts.
- Prior to the prospective budgeting changes, benefits were deauthorized by EIS when certain alerts were generated. Wording on these alerts was changed, and EIS *no longer deauthorizes benefits*. Affected alerts are:
    - "Turns age 18-FS benefit deauth" becomes "**Turns age 18-review FS pgm**"

- "**XXX turned 18-check for HS**" (no change in wording, but no longer deauthorizes the TA benefit.)
- "XXX turned 19-not in grant" becomes "**XXX turned 19-review TA**"
- "Deauth TA MMYY; max 'BA' EX RC" becomes "**Review TA MMYY; max 'BA' EX RC**"
- "Auto Auth turned off: ABAWD" becomes "**Re-determine FS elig: ABAWD**"

It is important that caseworkers review all alerts on a daily basis, since alerts are now a primary tool for caseload management.

Review Due Date
Effective September 1, 2001, entry in the "review due date" field on the APMM and the APAS is required in the first month of eligibility rather than in the third month. Entry in the "review due date" field is also required when authorizing the first month of eligibility for Temporary Assistance. Food Stamp "certification through" entry requirements have not changed.

Notices
Many notices were changed to remove references to monthly reporting and to reflect the new change reporting requirements and other policy changes. Some new notices were added beginning September 1. Those notices that are no longer needed will end September 30. The new and changed notices as well as those that will end are listed in the SD&T Prospective Budgeting Training Manual, with the exception of three new conversion notices recently added to the list, C715, F715, and W715. Reference On-Line Help for a complete list of notices. An updated EIS Notice List is included in Administrative Procedures Manual Change # 9 which is scheduled for release around the 15th of this month.

On-Line Help Screens
The on-line help screens in EIS have been updated to reflect the change from prospective/retrospective budgeting to prospective budgeting effective benefit month 10/01. They also reflect the new screen names such as "TAPD", but include the old screen names in the text, since these may still be used in "nexting" to a screen. On-line help also describes any changes in the way a screen may work due to prospective budgeting, as well as the ability to access retrospective screens for months prior to October, 2001.

EIS Codes
To support policy alignment, some EIS resource and income codes changed:
- **Real Property for Sale:** The RS code ends on September 30, 2001. Property for sale is now identified with the code RP. This code exempts the property for Food Stamps, Temporary Assistance and Medicaid. When the OTAS screen is accessed, EIS will generate an alert reminding the worker to change the RS code to RP.

- **Earned income of a student/child**
  - SC will identify earned income of a student/child under 18 and will exempt the income for Food Stamps, Temporary Assistance and Medicaid.
  - CI will identify earned income of an 18-year-old dependent child. This code exempts the income for Temporary Assistance and Family Medicaid, but counts it for Food Stamps.
  - The CH and SI earned income codes will end September 30, 2001. (Not currently used on any active cases, so no conversion is necessary.)
- **Gifts**
  - Unearned income code CG is added to identify "charity gift $300/Q or less." This income is exempt for all programs except Adult Public Assistance.
  - Unearned income code GI remains countable for all programs; however the definition changed to "countable cash gift."
- **Non-recurring Lump Sum Payments:** These payments are now considered a resource in the month of receipt for all programs and are longer excess averaged for Temporary Assistance and Medicaid; therefore, the NC/LS fields on all of the EIS income screens have been removed.

FS 'DI' cases
When processing TA/FS combo cases where a person is coded DI on the SEPA screen for Food Stamps, it is necessary to prorate the TA benefit among the household members to calculate the correct Food Stamp benefit amount. To do this:
- Remove the total AF income entry that appears next to the PI on the UNIN.
- Enter the appropriate prorated amounts of the AF benefit for each individual on the prospective UNIN screen.
- Pass through the GRIN and the INED, then "next" to the FSAD.
- Authorize the Food Stamps first, then,
- "Next" to the TAPD/AFPD and authorize the TA.
- This process does not deauthorize the Food Stamps, and the food stamp benefit will be determined correctly for that month. The benefit will also continue to roll and issue the same amounts for following months.

IMPORTANT NOTE! *Anytime the case is accessed in a way that deauthorizes benefits, the FSAD will reflect the prorated entries as well as the total AF amount the system enters automatically on the UNIN screen, so the above procedure will need to be repeated.* **An EIS work request is in the hopper to enhance this process. In the interim, please follow the procedure above so food stamp benefits are paid correctly.**

Recoupment Information
Recoupments will now be generated by the EIS issuance jobs. It is no longer necessary to work a case and access the payment screen to activate a recoupment. When the Claims Unit in Juneau receives the claim:
- The claim information is set up on the OVCA screen.
- The start date for the recoupment is set one month from the date the claim is actually entered, and

- A notice is sent to the client telling them the month benefits will be reduced due to the recoupment.

For example, if a TA or APA claim is entered on August 28, 2001, the effective date of the claim would be September 28, 2001. Because the regular run for October benefits will occur on September 25, the recoupment will begin in November.

"Sys Ops Update"
As we all start working with these EIS changes, there will undoubtedly be questions, many of which will be sent in to the EIS Help Desk. As these questions come in, we will keep track of them and showcase the most frequently asked questions (FAQ) in our next Sys Ops Update arriving in offices everywhere the end of September. In the meantime, please do contact the Help Desk with any EIS questions or problems you may have at DPA EIS Helpdesk or EISHELP@health.state.ak.us <mailto:EISHELP@health.state.ak.us>.

For policy questions related to the change to prospective budgeting:
For Temporary Assistance or APA, contact any member of the Policy and Program Development Team at 465-3347 or e-mail them at DPAPOLICY@health.state.ak.us <mailto:DPAPOLICY@health.state.ak.us> .
For Food Stamps, contact Joan Chase at 465-3325 or e-mail her at Joan_Chase@health.state.ak.us <mailto:Joan_Chase@health.state.ak.us> .
For Medicaid, contact Kathy Ensor at 465-1163 or send e-mail to the Division of Medical Assistance at DMAPOL@health.state.ak.us <mailto:DMAPOL@health.state.ak.us> .